

<b>Job Title:</b>	Community Organizer	<b>Reports To:</b>	Membership Team Leader
<b>Department/Group:</b>	Membership	<b>Travel Required:</b>	Up to 90%
<b>Location:</b>	Position available at Grand Ledge and Kalamazoo Regional Center	<b>Status:</b>	Temporary, Part-time, Non-exempt
<b>Pay Level:</b>	1	<b>Date Posted:</b>	December 12 <sup>th</sup> , 2018
<b>To apply please include a cover letter, resume, or employment application. Applications accepted by:</b>			
<b>Subject Line:</b> Community Organizer - Grand Ledge or Kalamazoo <b>E-mail:</b> <a href="mailto:hr@gshom.org">hr@gshom.org</a> <b>Website:</b> <a href="http://www.gshom.org/en/our-council/careeers.html">http://www.gshom.org/en/our-council/careeers.html</a> <b>Fax:</b> (269)492-1439		<b>MAIL:</b> HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008	
<b>Job Description</b>			
<p><b>POSITION SUMMARY</b></p> <p>Actively works to develop and increase girl and adult membership, promote the image of Girl Scouting in the community, increase visibility of Girl Scouting and broaden the base for community support. This individual will use their expertise of the assigned geographic territory to strategically identify prospects, make effective presentations and grow our membership and base of support.</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Office will be located in the Grand Ledge or Kalamazoo Regional Center. Location will be based upon availability and candidate location.</li> <li>• Assist with development and implementation of recruitment, retention, and recognition strategies for girls and adult members in all segments of the population based on research and analysis of community demographics and needs.</li> <li>• Interpret and promote Girl Scouting in the community in order to enhance the role and image of Girl Scouting, increase visibility, and attract new girl and adult members.</li> <li>• Function as a positive and cooperative member of the Membership Team and Heart of Michigan.</li> <li>• Work with Membership Team Leader to partner with school administration, teachers, and community partners to increase girl participation within Girl Scouts.</li> <li>• Work at school and community open houses to recruit girls and volunteers.</li> <li>• Depending upon community needs, may provide the Girl Scout Leadership Experience to girls through a starter troop. Follow policies and procedures, program plans and curriculum.</li> <li>• Support and promote girl/troop participation in the annual product program as well as attendance at overnight and day camps.</li> <li>• Flexible schedule, including working many evening hours and weekends.</li> <li>• Public speaking at meetings with community organizations and volunteers.</li> <li>• Participate in activities within the community to further the understanding and advancement of Girl Scouting.</li> <li>• Strong human relations, problem solving, and conflict management skills required both in person and on the telephone when speaking with volunteers, staff, and organizations throughout the community served.</li> <li>• Create and maintain a positive environment that fosters respectful, meaningful and effective interaction among all people, regardless of gender, race, culture, language, disability, sexual orientation or socioeconomic background.</li> </ul>			

- Willing to become a member of Girl Scouts of USA.
- Able to lift and/or manipulate up to 25 pounds.
- Other duties as assigned.

**COMPETENCIES**

- Customer Service Focused
- Personal Effectiveness/Credibility
- Collaboration Skills
- Communication Proficiency
- Results Driven
- Flexibility

**EDUCATION AND EXPERIENCE**

- Minimum of one years' experience with non-profits and/or youth service organization preferred
- Sales experience preferred
- Experience with volunteer organizations with a knowledge of Girl Scouting preferred

**WORK SCHEDULE**

- Position will work up to 20 hours per week
- Temporary assignment until December 14<sup>th</sup>, 2018
- Position requires candidates to work many evenings and weekends

**TRAVEL**

Must have own transportation and the ability to travel within the jurisdiction. Frequent travel within the council to various meeting locations with staff and volunteers. Travel is primarily during the business day and evening hours.

**WORK ENVIRONMENT**

Operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and a point of sale system. Frequent travel.

**SUPERVISORY RESPONSIBILITY**

This position has no supervisory responsibility.

**BENEFITS**

This position is not benefits eligible.

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.

**Signatures**

This job description has been approved by all levels of management:



Manager\_\_\_\_\_

HR\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_